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| ROLE DESCRIPTION | | | |
| This document provides an indicative description of the purpose and accountabilities of the role and specifies competencies required to sustainably attain organisation objectives. Actual performance requirements and expectations should be included in the annual performance agreement. | | | |
| SECTION 1: Title and reporting relationships | | | |
| Position title: | Manager Housing Strategy and Programmes | | |
| Reports to: | Chief Executive | | |
| Location: | Nelson | | |
| Author: | Vivienne Masters | | |
| Approver: | Katrina Bach | Approval Date: |  |

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| SECTION 2: Role purpose |
| Habitat for Humanity Nelson (HFHN) is a not-for-profit organisation. The focus of the Manager Housing and Programmes role is to work with the CE to deliver organisations strategic plan that maximises the outcomes of funding invested in good quality housing to provide affordable, sustainable homes for low to middle income households.  Providing good quality housing and within thriving communities that meet Habitat’s social and environmental goals that give families ‘a decent place to live’. Our goal is to build homes and communities, forging pathways to stronger social integration and outcomes.  In alignment with the Habitat for Humanity Nelson vision and mission, the Manager of Housing Strategy and Programmes will lead the development of the organisation’s community housing strategy, in the Nelson and wider top of the south region. This will include creating and leading the housing development and urban design model and the future build programme, and land acquisition.  The role will also create and implement long term funding strategies for securing financial resources necessary for achieving the long term goals of HfH. Involved in high-level decision making and relationship management.  The role will provide executive leadership in the continuous evaluation of short and long term strategic housing objectives and offer recommendations to enhance the performance and organisational opportunities. Noting a particular focus on the somewhat unique market segment the organisation operates in and funding arrangements of a registered charity.  The role works closely with the Housing Developments and Building Projects Manager and is an integral member of the HfH Nelson Strategic Leadership Team, responsible for the collective ownership of the outcomes of the affiliate. |

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| Key Accountabilities | | | | | |
| **Policy** | | | | | |
| * Develop and implement a region wide policy for land acquisition and housing investment that aligns with organizational goals. This incorporates consideration of locations for urban developments that enhance social integration through well-developed communities and affordable housing. | | | | | |
| * Monitor relevant legislative and regulatory developments at local and central government levels to ensure HfH is well informed about the regulatory environment and compliance requirements. | | | | | |
| * Stay informed about emerging trends in related public policy and community and urban development design. | | | | | |
| * Ensure compliance with all relevant laws and regulations | | | | | |
| * A strong understanding of Te Tiriti o Waitangi and the ability to effectively work with mana whenua for a holistic approach to developments within the region. | | | | | |
| **Market and research analysis** | | | | | |
| * Conduct market research, including international trends in urban design, community development and construction innovations to identify areas of opportunity for the organisation | | | | | |
| * Based on your global and local market research and analysis, create strategies and tactics for a building and operational execution programme that aligns with the organization’s goals. | | | | | |
| * Stay current with trends and ensure your organization adapts to changes in the market, by keeping up-to-date with other developments in this area and maximising the political and funding environments. | | | | | |
| **Develop Strategies** | | | | | |
| |  | | --- | | * Based on your global and local market research and analysis and keeping the organisations long-term objectives in mind, develop effective land, housing construction and community development strategies that helps the organization make optimal use of resources and achieve its housing targets. | | * Create and implement long term funding strategies for securing financial resources necessary for achieving the goals of HFHN. Contribute and be involved in high-level decision making and relationship management. | | | | | | |
| **Reporting and Presentation** | | | | | |
| * Reporting and communication to present complex strategies, data and ideas in formats applicable to different groups, including management, boards, funding agencies, communities and donors. | | | | | |
| * Advocate for and represent the organization's housing vision and position in the region with funders, local body officials and other stakeholders. | | | | | |
| * Provide the community liaison conduit for appropriate public relations communications with donors, volunteers and other supports. | | | | | |
| **Stakeholder relationships** | | | | | |
| * Establish and develop strong relationships with the Nelson management team, | | | | | |
| * Establish and develop strong relationships with the Board and other influential stakeholders including Habitat for Humanity NZ. | | | | | |
| * Establish and maintain constructive and professional relationships with local bodies and government agencies, compliance bodies, construction experts, architects and other influential partes that can enhance HFHN to achieve its goals. | | | | | |
| * Utilising your understanding of Te Tiriti o Waitangi work effectively work with mana whenua for a holistic approach to developments within the region. | | | | | |
| * Ensure that HFHN and its mission are consistently presented in a strong, positive, high integrity manner to all customers | | | | | |
| * Liaise and work with the General Manager and other HFHN staff members to implement new initiatives | | | | | |
| * Maintain good working relationships with HFHN staff volunteers | | | | | |
| **Risk and Compliance** | | | | | |
| |  | | --- | | * Manage risk and ensure compliance with regulations by identifying early on and implement controls to mitigate or avoid them altogether. | | | | | | |
| **Wellbeing, Health and Safety** | | | | | |
| * Ensure the work area is managed to the highest safety standards at all times. * Health & Safety policies and procedures are complied with at all times by yourself, your staff and volunteers * Identify hazards and risks. Support implementation of controls for hazards and risks and ensure all corrective actions from hazard and risk reports and events are implemented. | | | | | |
| * This position description is a basis for duties, but does not encompass all events or scenarios and may be varied from time to time in consultation with the employee | | | | | |
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| **Role Scope** | The scope of the role is limited to the Habitat for Humanity Nelson. | | | | | |
| **Assets under management** | Circa $18m with projected growth to circa $50m | | | | | |
| **Debts management** | Circa $5m | | | | | |
| *Personnel Dimensions (employees reporting to this position directly and indirectly)* | | | | | | |
| **Number of Staff:** | | Direct: | Indirect: | Total: | | |
| **Decision making authority**  *It should be made clear whether the job holder is solely accountable for making decisions or whether they are shared with other team members.* | | | | | | |
| 1. Financial delegations **-??** | | | | | | |
| 1. Other major actions able to be taken **within delegated authorities**: | | | | | | |
| 1. Major actions and decisions which are **recommended** to a higher level of management for approval: Decisions that are recommended to a higher level of management for approval, for example hiring and terminations, wage and salary reviews. | | | | | | |

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| Competencies required for the role include | |
| Competency | Expectation |
| **Strategic vision and planning**  *linking long-range visions and concepts to daily work,* | * Assesses gap between current state and desired future direction and establishes effective ways of closing the gap. * Works with team to set programmes and operational goals and plans in keeping with the strategic direction * Applies innovative thinking to include new, but proven, technologies and construction developments when considering planning solutions. |
| **Managing Complexity and ambiguity**  *The level of knowledge, talent, expertise and maturity needed to deliver the work required* | * Being able to effectively manage through high levels of complexity, uncertainty and change. * Being able to apply systems thinking to complex situations to drive a logical and workable outcome. * Being able to influence others towards a point of view or vision by anticipating and preparing for a wide range views and interests. * Ability to work collaboratively with a diverse constituency and manage multiple projects simultaneously |
| **Critical thinking and analysis**  *Ability to analyse information objectively and make reasoned judgements* | * Understanding of the organisations situational context and goals and make logical analysis of all relevant information. Interpreting, evaluating and determining the optimal outcome * Commercial awareness, Strategic thinking and problem-solving capability |
| **Risk and compliance management**  *Knowing potential risks and what could go wrong – both expected and unexpected.* | * Identifying, assessing and managing potential issues that could have a negative impact on an organisation's reputation, business operations, and financial performance. * Knowing relevant legislation and compliance requirements and meeting or mitigating potential noncompliance. * Knowledge of local zoning regulations and building codes and assessing their impact and/or opportunity on plans. |
| **Communications and Interpersonal**  *The ability to effectively communicate and build constructive relationships with others* | * Communicating at a high level across a broad range of people to achieve ‘buy in’ and influence that will enhance delivery of the organisation’s goals. |
| **Financial competence**  *Fluency with financial modelling and key financial measures and controls* | * Preparing financial modelling of acquisition and build proposals and housing development as it pertains to the district, for potential investors * Understanding of financial and economic principles related to housing development * Management of project cashflows and expenditure tracking * Fluency with ROI analysis * Regular financial reporting |

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| Experience | | |
| Requirement | Essential | Preferred/ Advantageous |
| Education | * Requires a tertiary level qualification which may be from variety of relevant disciplines | * Housing policy, urban design/planning, architecture,economics |
| Experience | * This is a role for a seasoned professional who ideally has experience in dealing with local and/or central government bodies. * Housing and community development * Effectively collaborating with appropriate parties, incorporating the principles of Te Tiriti o Waitangi into strategic plans |  |
| Industry Experience | * Housing development and construction and/or architecture, urban planning | * Community housing sector * Housing and residential market * Central and/or local government |
| Technical/FunctionalExpertise | * Market analysis * Financial modelling |  |
| Drive for results | * Proven success in achieving strategic goals * Delivery of required results/outcomes | * Project leadership |

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| **SECTION 4: Key relationships**  *People and organisations both inside and outside of the company that this position would be required to manage relationships with.* | |
| Internal | External |
| Chief Executive | Specialist consultants |
| Board of Directors | Compliance bodies, local body and Government agencies |
| Strategic Leadership team | Service providers, suppliers, contractors |
| Property and Building Projects Manager | Community organisations |
| Habitat for Humanity Nelson Office | Local Government agents |
| Habitat for Humanity National Office | Funding agencies |
| Staff and Volunteers | Regional Iwi and hapu |

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| **SECTION 5 Position in Organisation** This section should have an organisation chart pasted in as well as describing the reporting structure, including direct reports to the position. It is important to understand where the roles fits, the size of the peers and those of the subordinates. Insert chart (including direct reports and reporting line) |
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